



**CRDHA Council Meeting  
Meeting Minutes  
September 30, 2022  
In-Person – Pomeroy Inn and Suites, Olds**

<u>Minutes</u>			
<b>Attendees - Council Members</b>			
<u>Name</u>	<u>Role</u>	<u>Name</u>	<u>Role</u>
Lindsay Ord	Vice Chair, Regulated Member	Beth Blair	Councillor, Regulated Member
Kathy Sauze	Councillor, Regulated Member	Judy Hansen	Councillor, Public Member
Louise Mosier	Councillor, Public Member	Samantha Heron	Councillor, Regulated Member
Teanne MacCallum	Councillor, Regulated Member	John Jossa	Councillor, Public Member
Carol Gibbons Kroeker	Councillor, Public Member		
Erhard Poggemiller	Councillor, Public Member		
<b>Attendees – Guests and Observers</b>			
<u>Name</u>	<u>Role</u>	<u>Name</u>	<u>Role</u>
Amie Dowell	Registrar & CEO	Salima Thawer	Director, Regulatory Affairs, CRDHA
Jane Halford	Facilitator	Nicole Hannigan	Compliance Advisor, CRDHA
Brittany Hodges	Communications Advisor, CRDHA	Holly Durdle	Recorder
Stephanie Sims	Insite Strategies	Darren Tonn	Insite Strategies
Jesse Meyer	Insite Strategies		
<b>Regrets</b>			
<u>Name</u>	<u>Role</u>	<u>Name</u>	<u>Role</u>
J. Sperber	Chair, Regulated Member		



## 1. Call to Order

### 1.1 - Introductions: Guests / Observers

The Vice Chair, L. Ord, called the meeting to order at 8: 35am on September 30th, 2022, and welcomed the Council members. She advised that no observers would be in attendance. L. Ord welcomed Jane Halford and Salima Thawer to the meeting, both Jane and Salima will be assisting with facilitation for the duration of the Council meeting. L. Ord also advised that a few guests will be joining the meeting throughout the day to present to Council.

T. MacCallum joined at 8:40am.

L. Ord acknowledged that the Council was gathered on Treaty 7 Territory. She offered this acknowledgement in the spirit of reconciliation and to respect the histories, languages, and cultures of the First Nations, Inuit, and Metis people of Alberta.

L. Ord commented on the Council meeting package, recognizing that the pre-reading was extensive, especially for the new public members. However, the background material was necessary as the decisions that Council will be making over the coming months (new Regulation, new Bylaws, new Standards of Practice) will require Council decisions and the background materials should prepare everyone for these important decisions. The education over the next two days will also be helpful for Council members so she encouraged all Council members to ask their questions when clarity is required.

### 1.2 - Housekeeping

L. Ord advised that should anyone need to take a phone call or other interruption during the business meeting, to step out of the room to lessen distraction for the participants.

L. Ord advised that should anyone have a conflict of interest with any agenda item, at the time that agenda item is introduced, the individual will need to declare their conflict and either abstain from voting or recuse themselves from the meeting, as appropriate, until that agenda item has been concluded.

## 2. Adoption of Consent Agenda

L. Ord listed all items on the Consent Agenda and asked if anyone wished to remove any item(s) from the Consent Agenda for discussion. Any typos or grammatical errors in any of the Council Minutes can be sent directly to H. Durdle. The Vice Chair asked for a motion.

2.1 Draft June 25<sup>th</sup> Council Meeting Minutes for Approval

2.2 Draft August 8<sup>th</sup> Council Meeting Minutes for Approval

2.3 Committee Minutes for Approval

i.Executive Committee

ii.Governance Committee

iii.Audit, Finance & Risk Committee

2.4 Strategic Plan Report

2.5 Action Log

2.6 Terms of Reference

i.Executive Committee TOR



ii. Audit, Finance & Risk Committee TOR

**MOTION: To approve the Consent Agenda as presented.**  
**Moved by: B. Blair, Seconded by: L. Mosier**  
**CARRIED**

### 3. Adoption of the Agenda

L. Ord asked if there were any additions or revisions to the agenda and asked for a motion to approve. The decision was made to move agenda item 5 – Financials after Item 6 Insite Strategies.

**MOTION: To approve the Agenda of September 30<sup>th</sup> and October 1<sup>st</sup>, as amended.**  
**Moved by: B. Blair, Seconded by: T. MacCallum**  
**CARRIED**

### 4. e-Motion

L. Ord brought forward the following motion for inclusion in the September 30<sup>th</sup> meeting minutes:

**MOTION: To appoint T. MacCallum to the Audit, Finance and Risk Committee; to appoint C. Gibbons Kroeker to the Governance Committee; and to remove K. Sauze from the Audit, Finance and Risk Committee and appoint her to the Governance Committee.**

Moved by: J. Sperber, Seconded by: Erhard Poggemiller  
All Votes = YES; Motion Carried (August 12, 2022)

**MOTION: To accept the motion made via email for the inclusion in the September 30<sup>th</sup> meeting minutes**  
**Moved by: B. Blair, Seconded by: C. Gibbons Kroeker**  
**CARRIED**

### 5. Incite Strategies

A. Dowell provided Council with an overview of the timeline for the Renaming and Rebranding project. The name change discussion began in Sept 2022 and Bill 46 provided the opportunity to change the College name to strengthen the identity as a regulatory body and not a professional association. A. Dowell also provided Council with a legal opinion from Blair Maxton regarding keeping the term “College” in the legal name.

A. Dowell welcomed S. Sims, J. Meyer and D. Tonn from Incite Strategies to join the meeting via zoom. A. Dowell also welcomed Brittany Hodges, CRDHA Communications Advisor to the meeting via zoom at 9:02am.

S. Sims and J. Meyer provided Council with an overview of the research findings, feedback and recommendations from Council members, Committee members and University of Alberta Stakeholders. Council was provided with naming recommendations:

Option 1 – College of Registered Dental Hygienist of Alberta – keep current name and adjust if necessary.

Option 2 – Alberta’s Regulator of Dental Hygienists



### Option 3 - Alberta's Regulatory College of Dental Hygienists

Council reviewed and discussed all options. Council agreed that they should keep "Alberta" and "College" in the name and suggested to change the name to the "Alberta College of Dental Hygienists".

Insite Strategies and B. Hodges, CRDHA Communications Advisor, left the meeting at 10:04am.

**MOTION: To approve the renaming and rebranding of the College of Registered Dental Hygienists of Alberta to the Alberta College of Dental Hygienists as presented and discussed.**

**Moved by: B. Blair, Seconded by: T. MacCallum**

**One member abstained. Majority vote.**

**CARRIED**

## 6. Financials

L. Ord asked J. Jossa, Chair of the Audit, Finance and Risk Committee, to provide Council with an explanation of the restricted funds as outlined in the briefing note.

A. Dowell provided Council with an overview and background of the Restricted funds. A discussion followed.

E. Poggemiller questioned if the amount presented was the full cost of the Renaming and Rebranding project. A. Dowell provided overview of what is included and stated that there will be additional costs for the website and document changes. Budget will go to Council in February with the remainder of the cost of the project.

J. Hansen questioned if it was in the best interest of the public to use funds on renaming and rebranding. Council is hoping that by renaming and rebranding the College, it will provide an opportunity to increase the awareness of the regulatory mandate for both the registrants and the public.

**Motion: To approve the transfer of \$50,000 from the Technology Fund for the CRDHA Registrant Management System and the transfer for \$44,500 from the Strategic Fund for the CRDHA Renaming and Branding project, into the Unrestricted Funds account as per the recommendation by the Audit, Finance and Risk Committee.**

**Moved by: L. Ord, Seconded by: B. Blair**

**CARRIED**

## BREAK

## 7. Annual Report

A. Dowell presented the draft Annual Report to Council and asked for a formal motion to approve it. Once the Annual Report is approved by Council it will be submitted to Government.

J. Hansen recognized and brought forward a correction needed to the Financial Statement. Addition of end date of March 31, 2021 to Column A and an addition of end date March 31, 2022 to Column B of the financial statements add clarity. A. Dowell will check with the accountant to ensure that they can make adjustments to the approved financial statements.



**Action:** A. Dowell to take the report back to the designer to make suggested changes.

**MOTION: To approve the CRDHA 2021 Annual Report as amended.**

**Moved by: B. Blair, Seconded by: K. Sauze**

**CARRIED**

## 8. Education

A Dowell provided Council with the background information pertaining to the recent legislation changes with the purpose to educate Council members prior to bringing forward important topics that require decision making.

J. Halford provided Council with an overview of the recent CRDHA governance shift and organizational framework. A discussion followed.

S. Thawer provided Council with an overview of the changes to the current Standards of Practice. A discussion followed.

## LUNCH

L. Ord resumed meeting at 1:05pm

E. Poggemiller left meeting at 1:00pm and will rejoin the meeting tomorrow.

## 9. Separation Committee

A. Dowell provided Council with the background and purpose of the Separation Committee and reviewed the committee Terms of Reference with Council.

**MOTION: To dissolve the Separation Committee as the College has completed and submitted their Divestment Report to the Government of Alberta in response to Bill 46.**

**Moved by: L. Mosier, Seconded by: C. Gibbons Kroeker**

**CARRIED**

## 10. Regulatory Framework

A. Dowell reviewed the Dental Hygienist Professional Regulation with Council and discussed the sections that will remain in regulations and what sections will be moved to bylaws. The government is anticipating the Council will need to approve the new Regulation by the end of October 2022 for implementation by January 1, 2023.

## 11. Bylaws

A. Dowell provided Council with an overview of the Bylaw language changes that are underway, in alignment with the proposed Regulation. She noted that the Bylaws will be sent for legal review once complete and then back to a future Council meeting for approval.



Council reviewed the draft bylaw revisions in detail and J. Hansen suggested that the wording in Bylaw 5, Terms of Office be revised to display language that is clear and easy to decipher. Changes were made to the document simultaneously during the discussion.

A. Dowell provided Council an overview of the suggested changes to Bylaw 17(2) in response to the College suggesting for increased transparency of the publication of complaints. The wording has been reviewed by legal counsel and adjusted for consistency throughout the document. An implementation plan including communications will be brought to Council at a future meeting for their information.

**MOTION: To approve the Bylaw revisions as amended.  
Moved by: K. Sauze, Seconded by: C. Gibbons Kroeker  
CARRIED**

**BREAK**

## **12. Standards of Practice**

L. Ord welcomed N. Hannigan, Compliance Advisor from College, to the meeting via zoom at 2:19pm to present on the Standards of Practice.

N. Hannigan provided Council with the purpose of today's discussion and an overview of the feedback received from the consultation with Registered Dental Hygienists, other health professionals and members of the public.

N. Hannigan provided Council with an overview of 12 Standards of Practice: Client Centred Care, Communication, Documentation, Continuing Competence, Restricted Activities, Supervision of Restricted Activities, Collaboration, Evidence-Informed Practice, Informed-Consent, Duty to Report, Privacy and Confidentiality and Record Management. Council discussed each Standard of Practice and consensus was to move the standards forward as presented to the Government of Alberta for consultation.

A. Dowell asked Council if they want to see the Supervision of Restricted Activities Standard of Practice once it was received back from legal review prior to going to government for review and comments. Council consensus was to send the Standard to the lawyer and then directly to Government of Alberta for consultation. They requested that the College send the revised Standard to Council for their information.

N. Hannigan left the meeting at 4:27pm.

L. Ord advised that the business meeting would recess at 4:27pm and resume at 8:00am Saturday, October 1, 2022



### 13. Call to Order

L. Ord, called the meeting to order at 8:00am on October 1, 2022, and welcomed the Council members.

### 14. Council Pins

A. Dowell, S. Thawer and K. Sauze provided Council with the background information on Council pins. Council agreed that silver and gold pins were a carryover from the association and is not best-practice for most non-for-profit Boards. J. Hansen suggested name tags may be more valuable for functions where Council members would be attending.

**Action:** H. Durdle to look inquire about name tags for Council members and bring finding to a future Council meeting

**MOTION: To discontinue the distribution of silver and gold pins to council members.**

**Moved by: S. Heron, Seconded by: C. Gibbons Kroeker**

**CARRIED**

### 15. Q&A re: Government Public Member Expense Forms

H. Durdle lead a discussion on public member honorarium forms and expense claim forms. Due to the pandemic and the move to on-line meetings, there has been some inconsistency between the process for submission of expenses to the government for public members.

**Action:** H. Durdle to set up meeting with Margaret Toma and Public Council members to clarify the policies and expenses forms.

### 16. Hearings Director

A. Dowell brought forward the recommendation to appoint Holly Durdle as the CRDHA Hearings Director.

**MOTION: To appoint Holly Durdle as the CRDHA Hearings Director, effective immediately.**

**Moved by: B. Blair, Seconded by: L. Mosier**

**CARRIED**

### 17. Education

Amie provided Council with some education on the operations of the College, including registration, renewal, continuing competence, professional misconduct and staff roles. A discussion followed.

**BREAK**



## 18. Continuing Competence

S. Thawer, Director of Regulatory Affairs, presented on the current continuing competency program structure and included research on continuing competence that she is learning through her Doctorate Education.

Council had a discussion regarding the pros and cons of the current program and opportunities for a future continuing competence program for the College. Council has a desire to improve the current program especially for oversight of the Advanced Restricted Activities. Discussions were captured and a preliminary plan with estimated budgets and timelines will be presented at the February 2023 Council Meeting.

## LUNCH

### 18. Provincial Association

J. Halford led the Council in an educational discussion on Association responsibilities.

Council would like to be kept informed on communication updates between CRDHA and DHAA. They suggested that the College reach out to the DHAA for an update on the feasibility study timelines as there is awareness that Bill 46 will be fully implemented in the spring 2023 and providing funds to an association past that point will become difficult.

S. Heron left the in-person meeting at 2:05pm and joined via zoom at 2:36pm.

## BREAK

### 19. Strategic Plan and Financials

J. Halford presented Council with an overview of the CRDHA's current strategic plan. The College suggested that the current strategic plan, which concludes in September 2023, be extended to June 30, 2024 in recognition that the pandemic and Bill 46 set many of the projects behind. Council agreed with this suggestion. Council also suggested to focus on developing the continuing competence program specifically for the high-risk activities, strategic alliances, and labour mobility. Strategic planning for the July 2024 – June 2027 strategic plan can begin in the Fall 2023.

Jane led a discussion on the CRDHA's financial strength and potential investment options to continue modernizing the College. Conversations were captured and next steps/updates will be presented at a future Council meeting.

### 20. Dates of Next Meeting

L. Ord advised Council of the upcoming meeting dates:

- November 18 & 19, 2022
- February 10 & 11, 2023

Several Council members indicated their preference for in person meetings rather than virtual.



Council suggested that meeting locations be divided between Edmonton area and Calgary area.

#### **21. In-Camera**

An in-camera session was held.

**MOTION: To move in-camera at 3:45 p.m.**  
**Moved by: B. Blair, Seconded by: K. Sauze**  
**CARRIED**

**MOTION: To move out-of-camera at 3:53 p.m.**  
**Moved by: T. MacCallum, Seconded by: L. Mosier**  
**CARRIED**

#### **Adjourn**

The meeting adjourned at 3:54 pm